

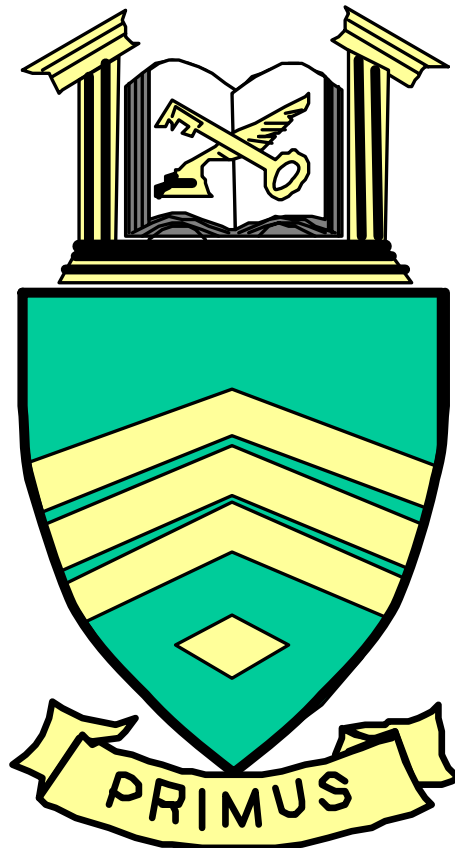
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

U663

OCT 04

UNIT SPONSORSHIP PROGRAMS

STUDENT HANDOUT



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Appendix D

HANDOUTS FOR LESSON 1: U663 version 1

This appendix contains the items listed in this table--

Title/Synopsis	Pages
SH-1, Advance Sheet	SH-1-1
SH-2, Extracts of NGR 601-2 and USARC Regulation 140-6	SH-2-1 thru SH-2-10
SH-3, Student Notes	SH-3-1 thru SH-3-4

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Student Handout 1

Advance Sheet for U663

Lesson Hours

This lesson consists of one hour of small group instruction.

Overview

A soldier's first impression of his unit has a lasting effect on his performance and his attitude. As first sergeants, you must take care of the soldier. An effective sponsorship program will help you do that. This lesson reinforces your knowledge of the regulatory requirements of the sponsorship programs. This lesson consists of a before class reading assignment.

Learning Objectives

Terminal Learning Objective (TLO).

Action:	Analyze components of an effective unit sponsorship program.
Conditions:	As a first sergeant in a classroom environment given AR 600-8-8, extracted material from USARC Regulation 140-6, and NGR 601-1.
Standards:	Analyzed components of an effective unit sponsorship program IAW AR 600-8-8, USARC Regulation 140-6, and NGR 601-1.

ELO A Determine unit leadership responsibilities for the unit sponsorship program.

ELO B Determine unit procedures for establishing and administering a sponsorship program.

Assignment

Before class:

- Read AR 600-8-8.
 - Read Student Handout 2.
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Additional Subject Area Resources

None

Bring to Class

- All lesson reference materials.
 - All lesson student handouts.
 - Pencil and writing paper.
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Student Handout 2

U663

This student handout contains 6 pages of material from the following publications:

NGR 601-1, Army National Guard Strength Maintenance Program, 7 Nov 03

Paragraph 6-20, Unit Sponsorship Program p SH-2-2

Appendix I, Unit Sponsorship Checklist p SH-2-3

USARC Regulation 140-6, U.S. Army Reserve Command
Retention Program, 1 Aug 03

Chapter 3, Retention Process pp SH-2-4 thru SH-2-6

Inprocessing Checklist pp SH-2-7 and SH-2-8

Unit Sponsor List p SH-2-9

New Soldier Sponsorship Log p SH-2-10

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Section VI

6-20. Unit Sponsorship Program

Attrition management begins the moment a soldier enlists into the ARNG. The first contacts a soldier makes with his/her unit are lasting impressions that will begin to form the new soldier's opinion of the ARNG, and the unit sponsor is an integral part of that first contact. The unit sponsor is tasked with ensuring the new soldier transitions into the unit smoothly. A successful transition from a civilian or an active duty soldier to a part-time soldier begins with an effective unit sponsorship program.

a. Though RRF personnel are not responsible for implementing a sponsorship program, RRF personnel must take the responsibility to assist unit personnel in successfully transitioning new soldiers into their assigned unit.

b. RRF personnel should work with their unit leaders to ensure appropriate sponsors are assigned and that the sponsorship program includes all of the necessary items to effectively orient the new soldier with the requirements of ARNG membership. See Appendix I (p SH-2-3) for the sponsorship checklist.

c. The unit sponsorship program should include the indoctrination of the soldier's family members to the unit family support program.

Appendix I

Unit Sponsorship Checklist

Soldier's Name	Rank
Address	Phone
Business Address	Phone
Date Assigned	DMOS
Squad/Section Sergeant (Sponsor)	Squad/Section
RRNCO	Rank
Date Signed-off to Unit	

In Processing and Briefing: (Individual completing the task dates and initials in the space provided)

Date	Initials	Task
		Initial Contact by the Sponsor.
		Sponsor Provides Time and Date of First Drill.
		Commander Briefing: Unit Mission, Unit History/Goal, Unit Structure, Personnel Standard, Safety, Promotion Policy, Other, (Commander's Vision)
		First Sergeant/Detachment Sergeant Briefing: Welcome, Appearance, Absence Policies, DEERS, Family Support, Chain of Command
		Supply Sergeant Briefing: Order, Uniforms, Sign for Organization Equipment, Other Information
		Unit Readiness NCO Briefing: Training Goals, Family Care Plans, Resident School, Correspondence Courses, Soldier's Manual, Schedule for pre-IET Training
		Administrative In-Processing: ID cards, Personnel Records, List of Drill Dates, SGLI, List of Key Personnel, Pay Procedures, Requirement to Report Changes, Other
		Unit Attrition NCO Briefing: Unit Attrition Management Program, Employer Support, Career Planning, Stripes for Buddies, Review START/SMART Kit, Interview Schedule, Benefit of Belonging, "How to Contact Me" Information, Other Information
		Squad/Section Sergeant Briefing: Introduce to Team, New Soldier's Role, Career Opportunities, NCO Support Channel, Team mission, Chain of Command, Facility Orientation, Provide Contact Information, Ensure Schedule for pre-IET Training
		General Information Briefing: Drill Assemblies, Formation Briefing, Military courtesy, Excused Absences, AWOLs, Annual Training, State Active Duty
		Other information: _____ _____

Section II

Sponsorship Program (Responsibilities)

2-5. General

Sponsorship is a commander's program and the most important program used by the Army leadership to ensure a new soldier's first impressions are positive. An effective sponsorship program must begin before the soldier physically arrives at the unit and continues with the soldier's integration into the unit as a "team member."

2-6. Sponsorship Standards

a. Sponsorship of all newly assigned active component (AC), Active/Guard and Reserve (AGR) and civilian employees is prescribed in AR 600-8-8.

b. Sponsorship of all newly assigned TPU soldiers is prescribed in this regulation. The sponsorship program is designed to ensure the early and complete integration and assimilation of all soldiers into Army Reserve units. Successful sponsorship requires key soldiers and civilians to know their responsibilities and to accomplish these duties in a positive manner.

c. USARC Form 62-R, (Sponsor's Guide & In-processing Checklist) will be used to document actions taken during inprocessing of new TPU soldiers. The UA or records clerk will file the completed checklist in the unit's Army Records Information Management System (ARIMS) and retain for 1 year.

d. The Civilian Personnel Office (CPO) identifies the point of contact (POC) for in-processing, however upon notification that a new civilian person is hired, commanders will ensure that a sponsor is appointed. Sponsorship for civilians should mirror the procedures for an AGR or AC soldier.

2-7. OCAR-RTD

The OCAR-RTD will-

a. Evaluate MSC sponsorship programs through the following actions:

- (1) Interview soldiers and review supporting documents during quality assurance visits.
- (2) Conduct unit/soldier surveys.
- (3) Review sponsorship section of retention SOPs.
- (4) Feedback from prior service (PS) help desk.

b. Provide guidance and policy.

c. Conduct sponsorship program training when requested by the MSC.

2-8. Major Subordinate Command

a. The commander will implement and direct the Sponsorship Program.

b. The G-1 provides:

(1) A USAR-REQUEST new soldier reservation report for TPUs on a weekly basis to subordinate units to assist in the initiation of the sponsorship program in a timely manner.

(2) Copies of orders or other documents for newly assigned soldiers, and civilian employees to the unit commander.

2-9. The RRC RTO

The RTO will-

a. Ensure that the standards for sponsorship at subordinate commands and units are achieved.

b. Train leaders on how to develop and conduct an effective sponsorship program.

c. Evaluate the effectiveness of subordinate unit's sponsorship program.

d. Verify recruiters' initial USARC Form 62-R when they escort new soldiers to the unit.

2-10. Intermediate Command

The intermediate commander and CSM/SGM are responsible to continually monitor the sponsorship program of subordinate units to ensure compliance with this regulation.

2-11. Unit Commander

The commander will-

- a. Establish and continually assess the unit's sponsorship program.
- b. Appoint a full-time Sponsorship Coordinator.
- c. Ensure that all personnel involved in the Sponsorship Program are trained and aware of their duties.
- d. Welcome new soldiers to the unit during the first drill by conducting an initial interview.

2-12. First Sergeant (1SG) and/or Senior NCO

The 1SG and/or Senior NCO will-

- a. Manage the unit's sponsorship program.
- b. Select soldiers to serve as sponsors who are thoroughly familiar with the unit and demonstrate high standards in personal appearance and military bearing.
- c. Train unit sponsors using the sample lesson plan/outline in Appendix E (figures E-1 and E-2).
- d. Maintain USARC Form 62-1-R (Unit Sponsor List). The USARC Form 62-1-R requires the use of USARC Label 1-R (Personal In Nature).
- e. Ensure the USARC Form 62-2-R (New Soldier Sponsorship Log) is maintained for newly assigned soldiers.
- f. Introduce new soldier(s) at unit formation.
- g. Conduct a personal interview with each new soldier.
- h. Review and explain the DA Form 3540 (Certificate and Acknowledgement of US Army Reserve Service Requirements and Methods of Fulfillment).
- i. Explain contract requirements, Montgomery GI Bill (MGIB) and Selected Reserve Incentive Program (SRIP) requirements, and ensure that soldier signs DA Form 5435-R, Statement of Understanding, Selected Reserve Education Assistance Program.
- j. Ensure IDT and AT schedules are provided and explained to the soldier.
- k. Advise non-qualified soldiers of training requirements.

2-13. Unit Sponsorship Coordinator

The unit commander assigns a full-time unit support (FTUS) person the duties of Sponsorship Coordinator. The Sponsorship Coordinator will-

- a. Coordinate sponsorship of new soldiers before first drill; ensure timely contact and follow-up to make sure each soldier feels welcome.
- b. Select a sponsor from sponsor list provided by the 1SG.
- c. Prepare and provide a welcome letter (sample format in Appendix E, figure E-3) to the new soldier within 3 days after receipt of new soldier notification or other document identifying new soldier (officers, NCOs, enlisted soldiers and FTS personnel) for assignment/attachment. Include, as enclosures to the welcome letter, a strip map to the unit, drill and AT schedule, and a key personnel list with telephone numbers.
- d. Provide a copy of the welcome letter without enclosures and a copy of the Reservation Processing Applicant Information Sheet (a REQUEST generated data sheet) to the sponsor.
- e. Provide a welcome packet at the beginning of the soldier's first drill or first visit to the unit. Include copies of the unit SOPs, policy memorandums, unit history, patches, crests, etc.
- f. Provide the Unit Family Readiness Liaison Officer with information about the arrival of the new soldier and any known family members.
- g. Give the USARC Form 130-R to the commander before the commander's interview with the new soldier(s).
- h. Begin the in-processing of new soldiers during the week before first drill, if possible.
- i. Sponsor FTS personnel. In addition to the welcome letter, provide them with housing information, if necessary. If no other FTS personnel are assigned or available at the unit to act as the person's sponsor, the next higher headquarters will provide an FTS sponsor.
- j. Notify the appropriate FLL of the newly assigned soldier.
- k. Notify the designated sponsor of the newly assigned soldier.

2-14. First Line Leader (FLL)


The FLL will-

- a. Contact the new soldier prior to first drill.
- b. Complete the Soldier Profile page in USAR FLL's notebook (available as Retention Publicity Item (RPI) 459).
- c. Provide and explain the job description and answer questions for the new soldier.
- d. Ensure sponsors complete all sponsorship tasks.
- e. Complete the initial interview during the soldier's first training assembly.
- f. Assist the soldier in developing a career plan using life cycle management counseling.
- g. Conduct an FLL interview as identified in USARC Poster 6-R.

2-15. Sponsor

If possible, the sponsor will be a soldier in the same section, squad or crew and the same grade as the new soldier. The sponsor will-

- a. Contact the new soldier before first training assembly.
- b. Ensure the new soldier completes in-processing, using USARC Form 62-R.
- c. Schedule mandatory interviews with commander and/or First Sergeant and CRTNCO.

 <p style="font-size: 1.2em; font-weight: bold;">SPONSOR'S GUIDE & IN-PROCESSING CHECKLIST</p> <p style="font-size: 0.8em;">(For use of this form see USARC Reg 140-6; the proponent agency is the Retention and Transition Division)</p>	<p>NAME OF SPONSOR _____</p> <hr/> <p style="text-align: center;">YOU'VE BEEN APPOINTED AS A SPONSOR FOR _____</p> <p style="text-align: center; font-size: 0.8em;">(Rank and name of new soldier)</p>
<p>HERE IS WHAT YOU NEED TO DO TO GET THE NEW SOLDIER OFF TO A GOOD START (USE REVERSE SIDE TO RECORD COMPLETION OF YOUR SPONSORSHIP RESPONSIBILITIES)</p>	
<p>PRIOR TO FIRST TRAINING ASSEMBLY -</p> <ul style="list-style-type: none"> ... Telephone the new soldier. ... Talk about the date and time of the next training assembly. ... Give the new soldier directions to the Reserve Center. ... Ensure that transportation is available. ... Provide an emergency telephone number. <p>AT THE FIRST TRAINING ASSEMBLY -</p> <ul style="list-style-type: none"> ... Discuss the day's schedule. ... Tour the center. ... Help make the new soldier welcome. ... Answer questions which arise. ... Accompany new soldier during introductions and throughout in-processing. <p>MAKE THE INTRODUCTIONS -</p> <ul style="list-style-type: none"> ... Arrange appointments with the First Sergeant and Company Commander. ... Visit each section and learn what they do. ... Explain the rank system. ... Provide on-the-job help, if possible. 	
<div style="border: 2px solid black; padding: 5px; display: inline-block; font-weight: bold; font-size: 1.1em;">SPONSORSHIP PROGRAM</div>	
<p style="text-align: center; font-weight: bold;">WHY</p> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center; font-size: 1.5em;">?</div>	<p>WHY A SPONSORSHIP PROGRAM?</p> <p>Because the new soldier needs to feel</p> <ul style="list-style-type: none"> ... Welcome. ... Needed. ... At ease. ... Self-confident. ... Part of a team.
<p style="text-align: center; font-weight: bold;">WHAT</p> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center; font-size: 1.5em;">?</div>	<p>WHAT IS A GOOD SPONSORSHIP PROGRAM?</p> <p>It is one where everyone</p> <ul style="list-style-type: none"> ... Is involved. ... Recognizes the value of both the new soldier and the sponsor. ... Shares their time and knowledge.
<p style="text-align: center; font-weight: bold;">WHO</p> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center; font-size: 1.5em;">?</div>	<p>WHO MAKES A GOOD SPONSOR?</p> <p>A soldier who</p> <ul style="list-style-type: none"> ... Has a good attitude. ... Is well briefed. ... Knows the unit and its mission. ... Wants to succeed. ... Is in the same work section, where
<p>REMEMBER A new soldier has some expectations of you and the unit. The new soldier may feel somewhat uncomfortable at first. If you do a good job, you've helped the new soldier build self-confidence, get off to a good start and begin work as a valuable team member.</p>	

NEW SOLDIER INFORMATION			
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: Title 10 U.S. Code 3012 and 3013. PRINCIPAL PURPOSE(S): To collect necessary information to administer the Sponsorship Program. ROUTINE USES: Used to establish contact and coordinate sponsor's assistance to new Army Reserve unit member. Completed checklist will be retained in the individual's Military Personnel File for 1 year to serve as a record of the Sponsorship Program. EFFECT OF FAILURE TO PROVIDE REQUESTED INFORMATION: Disclosure is voluntary, but failure to provide the information requested may preclude proper functioning of the Sponsorship Program.</p>			
Name		Home Phone	
Rank		DMOS	PMOS
Social Security Number		Date Assigned	
Duty Section		Home Address	
CHECKLIST	INITIAL	DATE	COMMENT
New soldier escorted to unit by USAREC recruiter.			
Welcome letter with enclosures mailed.			
Call/meet new soldier prior to first unit formation.			
Ensure new soldier has transportation for upcoming training weekend.			
Provide new soldier emergency telephone numbers.			
Discuss scheduled first day's events.			
Tour the USAR Training Center.			
Accompany new soldier throughout in-processing.			
INTRODUCTIONS / ACTIONS			
First Sergeant welcome and brief.			
Mobilization Officer welcome and brief.			
Family Readiness Liaison Officer welcome, in-process and brief.			
Retention NCO welcome and in-process (for enlisted only).			
Unit Technician welcome and in-process. NOBE issued if applicable.			
Training NCO welcome, brief, and in-process.			
Supply Sergeant welcome and in-process.			
FLL welcome, in-process, and introduce to all section team members.			
ENSURE			
New soldier's questions are answered.			
Duty assignment/unit mission explained.			
ID/Meal/Weapon Cards issued.			
Reserve benefits/bonus understood.			
Pay is received on time.			
Uniforms are issued quickly.			
New soldier knows where to go to get help.			
Problems you can't solve are referred to the right person.			
Company Commander welcome and interview.			
RETURN TO FIRST SERGEANT			Date Completed

USARC FORM 62-R (Reverse)
1 MAY 00

Extract USARC 140-6

[illegible]USARC FORM 62-1-R
1 OCT 99

Previous edition is obsolete

Extract USARC 140-6

[illegible]USARC FORM 62-2-R
1 OCT 99

Previous edition is obsolete

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Student Handout 3

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This student handout (SH-3-1 thru SH-3-4) provides you a shell of the visual aids in this lesson along with a space for taking notes.

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UNIT SPONSORSHIP PROGRAMS

U663/DC TD4V/GT-1

INSTALLATION COMMANDER'S RESPONSIBILITIES

- Appoint an individual to coordinate and manage the program
- Implement the sponsorship program
- Monitor and evaluate the program
- Ensure "ACS" supports the program
- Provide rear detachment sponsorship
- Ensure soldiers, civilians employees, and sponsors comply with AR 600-8-8

U663/DC TD4V/GT-2

ELEMENTS of the SPONSORSHIP PROGRAM



DA FORM 5434 (or comparable form)

Welcome letters

ACS Relocation Services

Reception

Orientation

Inprocessing



U663/DC TD4V/GT-3

TYPES OF AC SPONSORSHIP PROGRAMS

- Advanced Arrival
- Reactionary
- Rear Detachment Sponsorship
- Out sponsorship Assistance

U663/DC TD4V/GT-4

RULES FOR APPOINTING A SPONSOR

- Appoint within time frame of receiving notification form.
- In pay grade equal to or higher than incoming personnel (for ARNG First Line Leader)
- Of same gender, marital status, and career field or occupational series
- Normally will not be the person replaced by the incoming soldier or civilian
- Normally will not be within 60 days of PCS/ETS (loss)

U663/DC TD4V/GT-5

SPONSOR'S RESPONSIBILITIES

- Make initial contact
- Provide information requested
- Answer follow-up correspondence / questions
- Arrange temporary lodging and transportation
- Inform chain of command of any change in soldier's status

U663/DC TD4V/GT-6

SPONSOR'S RESPONSIBILITIES (cont)

- **Meet incoming soldier**
- **Assist with inprocessing**
- **Introduce to the immediate chain of command**
- **Acquaint with unit and community**
- **Provide assistance and information**



U663/DC TD 4V/OT-7

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